



The Town of Leesburg
DEPARTMENT OF PLANNING, ZONING AND DEVELOPMENT

DEDICATION AND/OR EASEMENT PLAT CHECKLIST		LMIS #
Project Name		Submission #
Reviewed By	Reviewer Phone #	Reviewer E-mail Address
Plat Dated	Plat Received	Plat Review Completed
PIN #		

Description	OK	No	Not Applicable	Comments
<u>Application Filing Information</u>				
Completed land development application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3 copies of plat by VA certified surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fee(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Delinquent taxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Referrals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>General Information</u>				
Title block identifying type of dedication(s) and/or easement(s) including development name, town, county, & state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name and address of property owner(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name & address of professional who prepared the plat - signature and date on seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lot identification number(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Date plat was drawn and date of any revision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Vicinity map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Reference	Description	OK	No	Not Applicable	Comments
	Current zoning, including any associated proffers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Project Tabulations</u>					
	Data for all curves – radius, arc, tangent, chord	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Existing Site Conditions</u>					
	Boundary survey prepared by VA Licensed Land Surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Record source of parent property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Dedications: boundaries, purposes, areas, widths, and record source (deed book and page reference)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Easements: boundaries, purposes, widths, and record source (deed book and page reference)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Corporate limit boundaries (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Survey monuments, lot corners, block markers and benchmarks, and their description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Location of right-of-way and name of existing and recorded streets that adjoin the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Location of FEMA 100-year floodplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Adjoining property; names of recorded subdivision and lot # and/or owners of record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Proposed Site Conditions</u>					
	Dedications: boundaries, purposes, areas, and widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Easements: boundaries, purposes, and widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Reference at least one corner of each permanent easement to a corner of the present tract. More may be required in some instances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Reference	Description	OK	No	Not Applicable	Comments
<u>Graphic Requirements</u>					
	Clearly and legibly drawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Scale: no more than 25' to the 1" (or a scale agreed to by the Town)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	North arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	18" by 24" in size (or a size agreed to by Town)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	If more than one sheet is needed, the relationship shall be depicted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Dimensions of all lots in feet to closest one hundredth of a foot; all bearings in degrees, minutes and nearest ten seconds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Other Information</u>					
	Deed of dedication with plat and/or deed of easement with plat for all ROW, easements, or other properties to be conveyed to Leesburg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Comments